

**From:** [Santoro, Christopher A \(EOIR\)](#)  
**To:** [All of Judges \(EOIR\)](#)  
**Cc:** [Adams, Amanda \(EOIR\)](#)  
**Subject:** SWO - IJ Training January 29 - February 8, 2018 and Remaining CY 2018  
**Date:** Thursday, December 21, 2017 3:07:10 PM  
**Attachments:** [Training Topics - New Immigration Judge Training.pdf](#)

---

Judges,

The Office of Policy, Legal Education and Research Services Division, is soliciting interest in special work opportunities to participate in the training of immigration judges from January 29 - February 8 and later in 2018. We are excited to continue, and build upon, the stellar new immigration judge training program developed by Assistant Chief Immigration Judge Jack Weil. We invite experienced immigration judge training presenters to apply, as well as immigration judges who are interested in serving as new presenters.

We understand that we are working under a tight deadline for the January 29 – February 8, 2018 training opportunity and apologize for the short notice. We appreciate your patience and understanding, as well as your support for our new immigration judge training program. We look forward to working with you.

**Additional  
Information**

We are soliciting interest in two distinct, but related, immigration judge training opportunities with different requirements.

**2-week period from January 29 – February 8, 2018.** We are seeking immigration judges to train on the topics in the attached list. Presenters will be selected as quickly as possible. We will coordinate with you on specific training day(s) and time(s) and provide you additional training information as soon as possible. Presenters will be expected to submit presentation materials no later than c.o.b. Monday, January 22. We can provide previous presentation materials on most topics if needed. In person presentations are preferred, but presentation through VTC will be considered.

**Remaining calendar year 2018.** We anticipate several additional new immigration judge training classes in 2018, including as early as March or April. Training topics will include those in the attached list. Trainers will be expected to submit their training materials for these subsequent 2018 sessions approximately 3 weeks in advance of the start of the training class. Again, in person presentations are preferred, but presentation through VTC will be considered.

**Anticipated Time  
Commitment**

Immigration judges selected as presenters will be expected to participate in a one-hour phone or VTC meeting shortly after being selected. Presenters will also need to spend the time necessary to create and/or edit presentation materials, and if presenting in person,

	travel to headquarters. Finally, in addition to actual instruction time, presenters will also be expected to participate in a one-hour post-training discussion, critique, and lessons learned session.
<b>Response Deadline</b>	Responses for the January 29 – February 8 training class are due as soon as possible, but no later than <b>Friday, January 5</b> . Responses for the subsequent 2018 calendar year classes will be accepted through the end of January.
<b>How to Apply</b>	<p>Please respond to Amanda Adams (copied on this e-mail), with a copy to your ACIJ. Please include:</p> <ul style="list-style-type: none"> <li>• your name and title;</li> <li>• the training class(es) for which you are volunteering; i.e. January 29 - February 8 and/or subsequent CY 2018 training classes;</li> <li>• the topic(s) for which you are volunteering; and</li> <li>• a brief list of prior new immigration judge or relevant training experience, if applicable.</li> </ul>

Best regards,

Amanda J. Adams  
Division Chief  
Legal Education and Research Services  
Office of Policy  
(b) (6)  
[Amanda.Adams@usdoj.gov](mailto:Amanda.Adams@usdoj.gov)